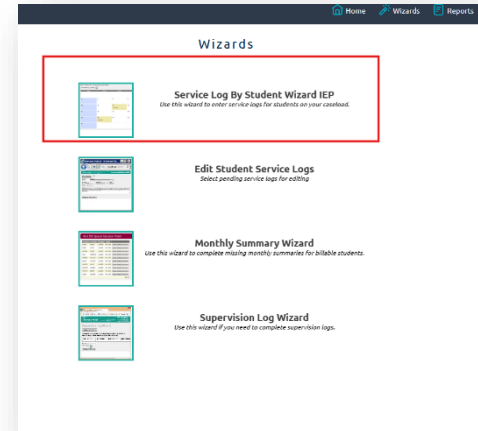


# Creating Groups in Relay

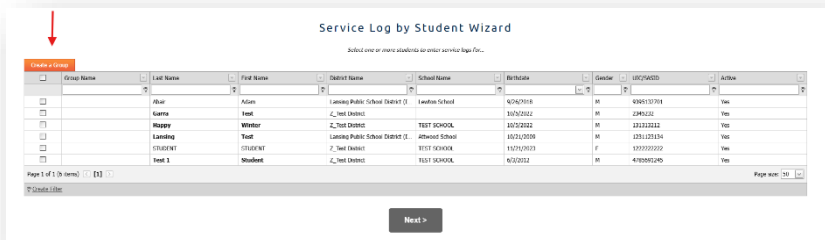
Once you have your caseload set up you can begin creating groups. This may speed up service logging if you provide group therapy services or work with more than one student at a time.

## Step 1: Click on the Service Log by Student Wizard IEP

You'll find this within the "Wizards" link at the top right of your homepage.



## Step 2: Select Create a Group

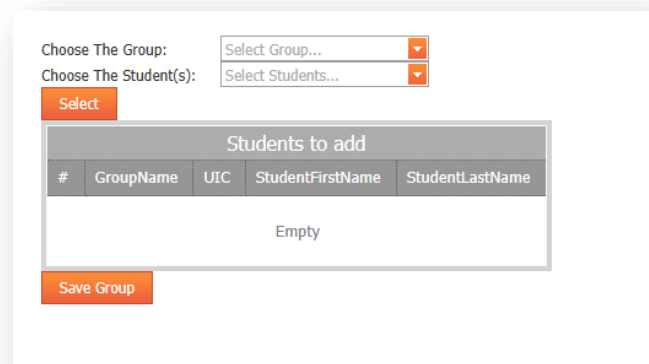


## Step 3: Name Your Group

Before you can add students to your group you'll need to name it. You can do this by clicking on the New link in the My Group Names box. Select Update when complete.

## Step 4: Choose The Group and Choose the Students

The drop-down menus in this area allow you to build your group. When you have added the students to the group, click the orange "Select" box. Then click "Save Group"



For more information or support reach out to:

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